

Records Issuance and Supplemental Records

Cindy Brown, Manager

Supplemental Registration

1100 W. 49th Street, Austin, TX 78756

512-776-7482, 888-963-7111 ext. 7482

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Records Issuance

- Online Ordering
- Mail In Orders
- Walk In/Lobby Customers

Birth Certificates Issued in Fiscal 2013

• Standard size/Abstract	35,453
• Full size/Long Form	213,660
• Wallet size	82
• Heirloom births	1,524
• Birth verifications	5,478

Death Certificates Issued in Fiscal 2013

- Full size copies 1,449,712
- Death verifications 1,357
- Certificate of Birth Resulting in Stillbirth 37

Marriage/Divorce Issued in Fiscal 2013

- Marriage verifications 2,158
- Divorce verifications 1,321

Online Orders

www.texas.gov

Processing Time: 10 – 15 business days



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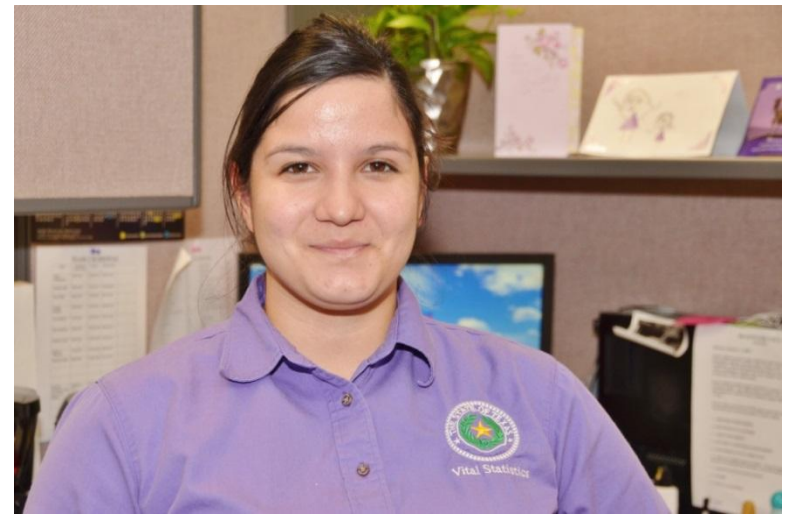
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Mail In Orders

Processing Time: 6 – 8 Weeks



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Walk In/Lobby Customers

Processing Time: 5 – 30 minutes

NOTE: Some applications may require 24 hours or more for processing.



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Christine Jester, Team Lead Assistant
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Expedited Services

- Orders must be sent to the Texas Department of State Health Services—Vital Statistics Unit, 1100 W 49th St, Austin, TX 78756 via an overnight mail service, such as: FedEx, Lone Star Overnight, or UPS. Do not send via USPS Priority Mail.
- Additional \$5 for expedite. \$8 return delivery for Lonestar (within Texas) or Fedex (outside of Texas) or \$19.95 for P.O. Box and express mail (optional)
- Incomplete or unacceptable applications will require additional processing time.

Rush ♦ Rush ♦ Rush



Sandra Cooper, Team Lead
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Identification Requirements

Uniform Identification Accepted by VSU

- Modeled after the Department of Public Safety Model
- Expanded to allow for detailed list of acceptable identification
- Entered into the Texas Administrative Code

There are Three Classes of Identification

Primary – These documents primarily stand alone and require no supporting instruments unless specified.

Secondary Identification – These are used when you do not have a primary form of identification. Applicants are permitted to submit secondary forms of identification. Two forms of secondary identification are required.

Supporting Identification – These consist of other records or documents. Two forms of “Supporting Identification” and one form of “Secondary Identification” are required.

Examples of Primary Identification

U.S. issued driver license

U.S. state issued ID

U.S. military ID

Permanent Resident Card or green card

Offenders ID card issued by Dept. of Criminal Justice

U.S. Passport

U.S. Visa

Border crossing card

Concealed Handgun License

Pilots license (must show name)

Employment Authorization Document

NOTE: All documents must contain the applicants name and signature and/or an identifiable photo of the applicant. All documents must be valid and current.

Examples of Secondary Identification

Social Security Card – must be signed

U.S. current student identification card – valid, show expiration year, and requestor's name

U.S. state expired driver license or state ID card OR any expired primary ID

Medicare card – must show requestor's name

U.S. Medical insurance card – must show requestor's name

DD-214

Mexican Voter Registration card – must submit a copy of the front and back of the card

Foreign passport – current and valid

Foreign identification with identifiable photo of applicant – must be current and valid

NOTE: One document must contain the applicants name and signature and/or an identifiable photo of the applicant.

Examples of Supporting Documentation

U.S. recent utility bill – must be current, show the same name and address of requestor

U.S. Current pay stub – must show requestor's name, company name, and current address

U.S. bank account statement – must be a current statement showing requestor's name and address

U.S. public assistance letter – must be current and show requestor's name and address

U.S. police report of stolen identification – must show requestor's name, address, and date filed

U.S. official school transcript – must be certified by official seal

U.S. voter registration card – must be current and show your current address and name of requestor

Automobile insurance card – must show requestor's name and be current and valid

Automobile title – must show requestor's name

Social security letter – must be current and show same address as on the application

NOTE: One document must contain the applicants name and signature and/or an identifiable photo of the applicant.



Unable To Provide Identification?

If no identification from the list can be provided, the registrant may request their siblings, parents, children, or spouse to submit their current valid identification with a completed, signed, and dated application by the identification holder. The requestor may request a verification letter or refund.



Fraudulent Identification

- Check document for tampering
- Security features on identification
- Check facial features on photos

IDENTIFICATION REQUIREMENTS

Requires 1 from Group A	Requires 2 from Group B	Requires 2 from Group C & 1 from Group B
GROUP A	GROUP B	GROUP C
NOTE: All documents must contain the applicants name and signature and or an identifiable photo of the applicant. All documents must be valid and current.	NOTE: One document must contain the applicants name and signature and/or an identifiable photo of the applicant.	NOTE: One document must contain the applicants name and signature and/or an identifiable photo of the applicant.
U.S. issued driver license	Social Security Card - must be signed	U.S. recent utility bill - must be current, show the same name and address of requestor
U.S. state issued ID	U.S. current student identification card - valid, show expiration year, and requestor's name	U.S. Current pay stub - must show requestor's name, company name, and current address
U.S. military ID	U.S. state expired driver license or state ID card OR any expired primary ID	U.S. bank account statement - must be a current statement showing requestor's name and address
Permanent Resident Card or green card	Medicare card - must show requestor's name	U.S. public assistance letter - must be current and show requestor's name and address
Offenders ID card issued by Dept. of Criminal Justice	Veteran Affairs card - must show requestor's name)	U.S. police report of stolen identification - must show requestor's name, address, and date filed
U.S. Passport	U.S. Medical insurance card - must show requestor's name	U.S. official school transcript - must be certified by official seal
U.S. Visa	DD-214	U.S. voter registration card - must be current and show your current address and name of requestor
Border crossing card	Mexican Voter Registration card - must submit a copy of the front and back of the card	Automobile insurance card - must show requestor's name and be current and valid
Concealed Handgun License	Foreign passport - current and valid	Automobile title - must show requestor's name
Pilots license - must show name	Foreign Identification with identifiable photo of applicant - must be current and valid	Social security letter - must be current and show same address as on the application
Employment Authorization Document		
If no identification from the list can be provided, the registrant may request their siblings, parents, children, or their spouse to submit their current valid identification with a completed, signed, and dated application by the identification holder. Or, the requestor may request a verification letter or a refund.		

Third Party Authorization

Third party applicants must submit:

- A signed authorization form with an attached government issued photo ID of the applicant, or
- A notarized authorization form signed by the registrant, or
- Power of Attorney, or
- Court documents including:
 - Wills
 - Probate forms
 - Testamentary letters
 - Property liens and titles, or
 - Promissory notes



Supplemental Records and Delayed Registration

- Amending Birth Records
- Amending Death Records
- Legal Name Changes
- Disinterment Permits
- Adoption Records
- Paternity Records
- Delayed Birth Registration
- Delayed Death Registration

Vital Statistics Forms

<http://www.dshs.state.tx.us/vs/reqproc/forms.shtm>

- Birth or Death Record Order Forms
- Birth or Death Record Amendment Forms
- Marriage or Divorce Record Order Forms
- Adoption Forms
- Paternity or Parentage Forms

Amendments

Processing Time – 6 weeks



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Teresa Bates, Team Lead
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Teresa.Bates@dshs.state.tx.us



Amendments Filed in Fiscal 2013

Birth Amendments	9,014
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Death Amendments	3,248
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Legal Name Changes	3,285
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Disinterment Permit	315
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Amending a Birth or Death Record

Once a birth or death certificate has been filed, it may only be corrected by presenting satisfactory evidence that a mistake was made on the original record at the time it was completed. Texas Health and Safety Code 191.028.

§ 191.028.AMENDMENT OF CERTIFICATE. (a) A record of a birth, death, or fetal death accepted by a local registrar for registration may not be changed except as provided by Subsection (b). (b) An amending certificate may be filed to complete or correct a record that is incomplete or proved by satisfactory evidence to be inaccurate. The amendment must be in a form prescribed by the department. The amendment shall be attached to and become a part of the legal record of the birth, death, or fetal death if the amendment is accepted for filing, except as provided by Section 192.011(b). (c) Repealed by Acts 1991, 72nd Leg., ch. 14, § 54, eff. Sept. 1, 1991. Acts 1989, 71st Leg., ch. 678, § 1, eff. Sept. 1, 1989. Amended by Acts 1991, 72nd Leg., ch. 14, § 54, eff. Sept. 1, 1991.

Application to Amend Certificate of Birth

The application to Amend Certificate of Birth may be used to correct an item left blank or to correct errors made during the completion of the original birth certificate.

This application, supporting document(s), and the statutory filing fee of \$15.00 should be submitted to:
This fee does not include the cost of a certified copy of the record after the amendment is filed.
Please enclose the additional fee of \$22.00 for each copy of the amended certificate requested.

VITAL STATISTICS UNIT
DEPARTMENT OF STATE
HEALTH SERVICES
P O BOX 12040
AUSTIN TEXAS 78711-2040
1-888-963-7111

 **TEXAS**
Department of
State Health Services

APPLICATION TO AMEND CERTIFICATE OF BIRTH
This application cannot be used to add the fathers information

STATE OF TEXAS NO.

Name _____ Last _____ First _____ Middle _____	
Street Address _____ Telephone # _____ (8am-5pm)	
City _____	State _____ Zip Code _____
Signature: _____	

PART I. ENTER INFORMATION AS IT APPEARS ON THE ORIGINAL BIRTH CERTIFICATE. IF THE CHILD'S NAME DOES NOT APPEAR ON BIRTH CERTIFICATE, ENTER "NOT SHOWN" IN THE FIRST ITEM. (Type or Print)

1. FULL NAME OF CHILD	2. DATE OF BIRTH
3. PLACE OF BIRTH	4. SEX
5. STATE FILE NO. (if known)	
6. FULL NAME OF FATHER	7. FULL MAIDEN NAME OF MOTHER

PART II. ITEM(S) ON ORIGINAL BIRTH CERTIFICATE TO BE CORRECTED. (Type or Print)

8. ITEM OR ITEM NO.	9. ENTRY ON ORIGINAL CERTIFICATE	10. CORRECT INFORMATION

AFFIDAVIT OF OLDER RELATIVE

PART III. THIS SECTION MUST BE SIGNED BY THE ATTENDING PHYSICIAN, PARENTS, AN OLDER SISTER OR BROTHER. IF CHILD IS A MINOR, BOTH PARENTS MUST SIGN AFFIDAVIT.

This section **MUST** be signed in the presence of a Notary Public.

STATE OF TEXAS
COUNTY OF _____

Before me on this day appeared _____ (Name)
now residing at _____ (Street Address) _____ (City)
_____, who is related to the person named in Item I above as _____ (State)
and who on oath deposes and says that the birth certificate identified in Part I is in error with respect to the entries shown in Item 9 above and that the information shown in Item 10 is true and correct.

Signature _____ Father/Legal Guardian Signature _____ Mother/Legal Guardian
Sworn to and subscribed before me, this _____ day of _____, 20____

Signature of Notary Public _____

Commission Expires _____

Typed or Printed Name _____

Street Address _____

City and State _____

OFFICE USE ONLY

WARNING: The penalty for knowingly making a false statement in this form can be 2-10 years in prison and a fine of up to \$10,000.

VS-170 REV. 12/2005

Examples – Amend or Change?

Birth record:

Cindy Brown

William Smith

Peggy Jo Jones

Linda Ann Lopez

Arturo Torres

Jaime Ybarra

Change:

Cynthia Ann Brown

Billie Smith

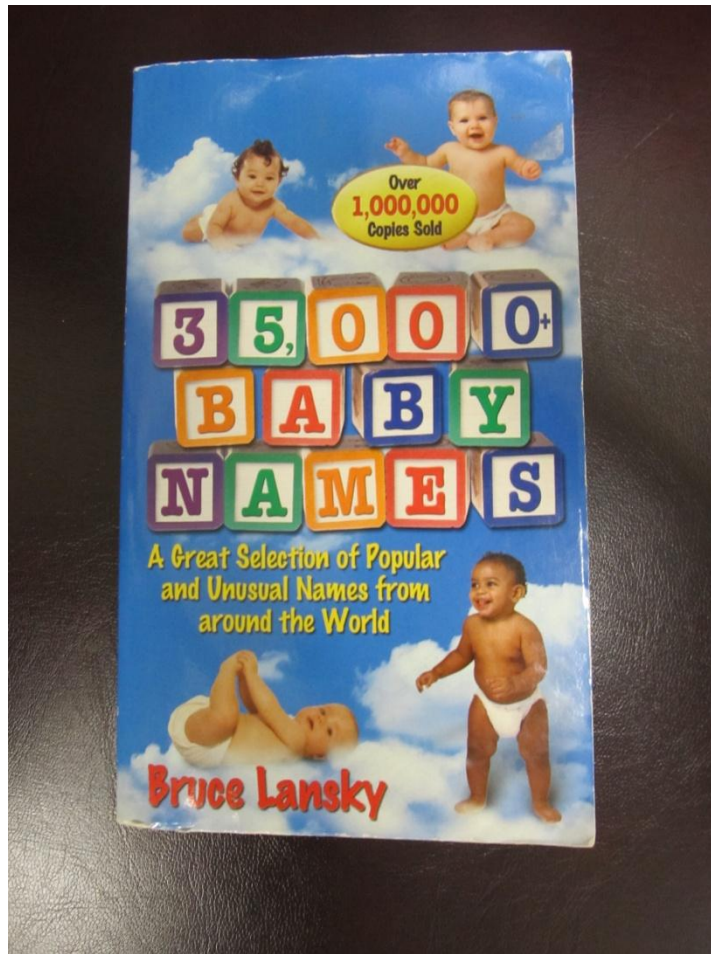
Margaret Jo Jones

~~Maria Linda Ann Lopez~~

Arturo Gomez Torres

~~Jaime Gomez Ybarra~~

Amendment or Name Change?



Margaret – Gita, Greta, Gretchen, Marjorie, Markita, Meg, Megan, Peggy, Reet, Rita

John – Evan, Gian, Giovanni, Handel, Hannes, Hans, Hanus, Honza, Ian, Kwam, Owen, Sean, Zane



Amended Birth or Death Record

- The amendment becomes an addendum to the original record – a new record is not created.
- A copy of the completed amendment form will be forwarded to the local registration official in the district where the birth or death occurred.

Birth Amendment Guidelines

- There are no restrictions on the name a mother may give her child.
- An item can only be changed or corrected by the amendment process one time.
- You cannot file an amendment to a birth certificate based on adoption or paternity.
- Part 1, 2, or 3 cannot be altered – no mark outs, write-over, etc.
- If the registrant signs the amendment – a supporting document is required.
- Most times one supporting document is sufficient. Acceptable documents must be certified and show the issuing organizations name, address, date of original entry, and date issued. Depending on what is being corrected, it must also show the registrant's correct name, date of birth, and parents names.

Document Guidelines

Subject to Change

Acceptable

- Baptismal
- Numident printout
- School records
- Birth certificate of older child
- Federal census
- School census record
- Affidavit of older relative
- DD-214

Unacceptable

- Certificate of Naturalization
- Insurance cards & policies
- SSA printout
- IRS printout
- SSA card
- Driver License
- Death Certificate

Amendment – Affidavit Portion

Hospital Error – The affidavit portion of the amendment form should be completed by the hospital birth registrar. Sometimes it is required that this amendment be signed by the Director of Health Information Management (HIM) or the hospital administrator.

- An example would be when parent information is switched – mother's name on father's information and father's name where mother's name should appear.
- A parent's name where the registrant's name should appear.

Registrant (18+) – The affidavit portion should be completed by an older blood relative. If there is not an older relative and the registrant signs it must be supported by a document.

Registrant is a minor – BOTH parents must sign the form in the presence of a notary.

Reason's Many Amendments Are Rejected

- Only one parent signed the amendment for a minor child.
- Foreign documents must have an Apostille – Apostille's are issued by the consulate of the particular country.
- Paternity order being used for a name change.
- Amendment being used to add father.
- Supporting document(s) need to show correct information, date file, and date issued.
- Scratch outs and write-overs.
- Parts I, II, or III not properly completed.

Amending Registrant's Information

Adding Information - Items Left Blank on the Original Certificate (This includes changing an initial to a name with the same first initial)

- Registrant zero (0) to 17 years of age.....Affidavit signed by both parents
- Adult Registrant (18 and over).....Affidavit signed by a parent or older relative

Correcting the Spelling of a First, Middle, or Last Name (Names having the same sound or diminutive and minor misspellings)

- Registrant zero (0) to 17 years.....Affidavit signed by both parents
- Adult Registrant (18 and over).....Affidavit signed by a parent or older relative

Amending Registrant's Information

....Continued

Changing First or Middle Name(s)

(This includes changing a name to the first initial of the same name)

- Zero (0) to 17 years.....Affidavit signed by both parents **AND** one document that supports the change being requested
- Adult (18 years and older).....Affidavit signed by a parent or older relative **AND** one document that supports the change being requested

Changing the Last Name

- Zero (0) to Adult age..... Court Ordered Name Change

Correcting the Sex when Name Identifies Gender

Examples:

Alice, Brenda, Belinda are typical Female names

Rodney, George, Stephen are typical Male names

- Registrant zero (0) to 17 years of age.....Affidavit signed by both parents
- Adult Registrant (18 and over).....Affidavit signed by a parent or older relative

Correcting the Sex When Name Does Not Identify Gender

Examples:

Sam, Terry, Angel, Kelly are typical Male and Female names

- Registrant zero (0) to 17 years of age.....Affidavit signed by both parents **AND** one supporting document
- Adult Registrant (18 and over).....Affidavit signed by a parent or older relative **AND** one supporting document

Amending the Date of Birth

Month/Year of Birth

- You may amend the date of birth up to **One** year as long as the correct date of birth does not exceed the date the attendant or local registrar signed the record, **AND** one strong supporting document must be presented.

Day of Birth

- Zero (0) to 17 yearsAffidavit signed by both parents
And one strong supporting document.
- Adult Registrants (18 and over).....Affidavit signed by a parent or
older relative And one strong supporting document.

Amending Parents Information

Changing First or Middle Name(s) (Significant Changes)

- Affidavit signed by the parent affected AND one document that supports the change being requested

Changing the Last Name

- Affidavit signed by the parent affected AND one document that supports the change being requested

Double last name.....Depending on the change being requested, in most cases, the birth certificate of affected parent should be submitted. If the record is a foreign document it will have to be apostilled.

Case I

An application is received to add a middle name of a minor child. Both parents sign the affidavit portion but the notary only indicates that she witnessed the fathers signature.
Accept or Reject?

WARNING: The penalty for knowingly making a false statement

VS-170 REV. 12/2005

AFFIDAVIT OF OLDER RELATIVE	
PART III. THIS SECTION MUST BE SIGNED BY THE ATTENDING PHYSICIAN, PARENTS, AN OLDER SISTER OR BROTHER. IF CHILD IS A MINOR, BOTH PARENTS MUST SIGN AFFIDAVIT.	
This section <u>MUST</u> be signed in the presence of a Notary Public.	
STATE OF TEXAS COUNTY OF <u>Travis</u>	
Before me on this day appeared <u>Johnny Wayne Doe</u> (Name)	<u>Austin</u> (City)
now residing at <u>1100 W 49th St</u> (Street Address)	
<u>TX</u> (State)	<u>Father</u> (City)
, who is related to the person named in Item I above as	
and who on oath deposes and says that the birth certificate identified in Part I is in error with respect to the entries shown in Item 9 above and that the information shown in Item 10 is true and correct.	
Signature <u>John Wayne Doe</u> Father/Legal Guardian	Signature <u>Sissy Joe Doe</u> Mother/Legal Guardian
Sworn to and subscribed before me, this <u>6</u> day of <u>December</u> , 20 <u>12</u>	
Signature of Notary Public	
Commission Expires	
Typed or Printed Name	
Street Address	
City and State	
OFFICE USE ONLY	

Answer - Case I

Reject:

The notary only indicated that the father appeared before them.

If the affidavit had been filled out correctly, we could've added a middle name to the child's name.

NOTE: Another common error on the notary portion of the affidavit is “Name of Affiant.” This lists the name of the registrant rather than the person(s) appearing before the notary.

Case 2

A grandparent has been raising their ten (10) year old granddaughter for five (5) years. The grandparent claims the child on her Federal Income Tax Return.

The grandmother wants to change the child's birth by two (2) days. Can she use the Federal Income Tax Return as a document and sign the affidavit.

Accept or Reject?



Answer – Case 2

Reject:

The grandmother must have a legal guardianship order to amend the child's birth record. She must present a certified copy of the court order along with an Affidavit to Amend a Birth Record.



Case 3

The father was born in Colorado. The birth record reflects Columbia. A certified copy of the father's birth record from Colorado is required. The father submitted the hospital souvenir record with the foot prints that was certified by the hospital.

Accept or Reject?

Answer – Case 3

Accept:

It contained all of the original information for the birth record and was certified by the hospital.

NOTE: This souvenir birth record was completed by the hospital and certified by the hospital. The souvenir record today is completed by the parents. These are NOT accepted.

Reminders

A registrant can add a name if one is left blank or an initial is used. If an initial is on the original certificate the name must start with that initial.

We cannot use a Certificate of Naturalization to change a name. We can use the petition for a name change from a Federal Court. It must have the original certification of a clerk of the court. In addition, the name change must have occurred after the child's birth.

All documents must be original or have original certification.

A baptismal is the only sacrament document that is accepted.

Court Ordered Name Change

- You **MUST** have a court order to change the last name of a child. (Exception – Filing paternity.)
- A certified copy of the court order should be submitted with the name change form.
- The order must include the registrants original name and date of birth.
- There are court order name change forms at www.texaslawhelp.org. It is up to the court if they will accept the forms and if they will allow the petitioner to represent themselves.

Multiple Name Change Court Orders

- If an individual has obtained several court orders changing their name, VSU will require that each order be filed.
- There are times when VSU will receive a 2nd or 3rd court order but the 1st order was never submitted for filing. For tracking purposes VSU will require the 1st, 2nd and 3rd court orders before the request is processed. There will be a filing fee for each court order filed. All court orders submitted must have the original certification of the court.
- If the court ordered show the registrant's married name, we must change the name on the birth record to the married name.

**APPLICATION FOR AMENDED BIRTH CERTIFICATE BASED ON A
COURT ORDERED NAME CHANGE**

BUDGET ZZ 708-153

This form may be used to file a legal name change amendment if submitted with a certified copy of a court ordered name change or with court information contained in the Court of Continuing Jurisdiction database.

This form may **NOT** be used to **ADD** the father's information if the father's information has been left blank on the original birth certificate.

This form may **NOT** be used to **REMOVE** the father's information contained on the original birth certificate.

- The fee to file a legal name change amendment is **\$15.00**.
- The additional fee of **\$22.00** is needed to issue one certified copy of the amended birth certificate.
- The **total fee of \$37.00** is needed if one copy of the birth certificate is requested after the change is completed.

Mail fee and documents to: Vital Statistics Unit
P.O. Box 12040
Austin, Texas 78711-2040

Toll free telephone number: (888) 963-7111

REQUIRED INFORMATION

1. Applicant's Name: _____
2. Mailing Address: _____
3. City: _____ State: _____ Zip Code: _____
4. Telephone Number: _____
(8:00 am through 5:00 pm)
5. New Name of Registrant: _____
6. Name of Registrant Before Change: _____
7. Date of Birth: _____ Place of Birth: _____
(City) (County)
8. Full Name of Father: _____
9. Full Maiden Name of Mother: _____

WARNING:

THE PENALTY FOR KNOWINGLY MAKING A FALSE STATEMENT CAN BE 2-10 YEARS IN PRISON AND A FINE OF UP TO \$10,000. HEALTH AND SAFETY CODE, CHAPTER 678, SEC 195.003)

**INFORMATION IN CCJ DATABASE
(COURT INFORMATION)**

CAUSE NUMBER: _____ **COURT:** _____

DATE GRANTED: _____ **COUNTY:** _____ **STATE:** _____

INFORMATION MATCH FOUND: ☐ YES ☐ NO



Application to Amend Certificate of Death

- The application to Amend Certificate of Death may be used to correct an item left blank or to correct errors made during the completion of the original birth certificate.
- Most can be corrected by the original informant or funeral director.
- Corrections to medical information must be done by the medical certifier by filing a medical amendment.

Mail application, supporting document(s), and the statutory filing fee of \$15.00 to the address below. This fee does not include the cost of a certified copy of the record after the amendment is filed. Please enclose additional fee of \$20.00 for the first copy of the amendment certificate requested, and \$3.00 for each additional copy.

 **TEXAS**
Department of State Health Services

Texas Vital Statistics Department of State Health Services
P.O. BOX 12640 Austin, Texas 78711-2646

APPLICATION TO AMEND CERTIFICATE OF DEATH

Please type or print. NO.

NAME _____		LAST		FIRST		MIDDLE	
STREET ADDRESS _____				DAYTIME PHONE (____) _____			
CITY _____				STATE _____		ZIP _____	
SIGNATURE _____							

PART I. ENTER NAME, DATE AND PLACE OF DEATH, AND NAMES OF PARENTS AS INFORMATION APPEARS ON DEATH CERTIFICATE.

1. FULL NAME OF DECEDENT		2. DATE OF DEATH	
3. PLACE OF DEATH (City or County)		4. SEX	
5. FULL NAME OF FATHER		6. STATE OR LOCAL FILE NO. (if known)	
7. FULL MAIDEN NAME OF MOTHER			

PART II. ITEM(S) ON ORIGINAL DEATH CERTIFICATE TO BE CORRECTED.

8. ITEM OR ITEM NO.	9. ENTRY ON ORIGINAL CERTIFICATE	10. CORRECT INFORMATION

AFFIDAVIT OF PERSONAL KNOWLEDGE

PART III. THIS SECTION MUST BE SIGNED BY THE INFORMANT, PHYSICIAN, OR FUNERAL DIRECTOR WHO SIGNED THE ORIGINAL DEATH CERTIFICATE. THIS SECTION MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC.

STATE OF TEXAS, COUNTY OF _____

Before me on this day appeared _____ (Name of Affiant)

now residing at _____ (Street Address) _____ (City) _____ (State)

who is related to the deceased named in Item 1 above as _____

and who on oath deposes and says that the death certificate identified in Part I is in error with respect to the entries shown in Item 9 above and that the information shown in Item 10 is true and correct.

Signature _____

Sworn to and subscribed before me, this day of _____, 20____.

Signature of Notary Public _____

PART IV. LIST OF DOCUMENTS SUBMITTED WITH THIS APPLICATION
(See Parts V and VI on reverse side.)

Commission Expires _____
Typed or Printed Name _____
Street Address _____
City and State _____

OFFICE USE ONLY

Correcting the Date of Death

Effective 10-1-2010

The Date of Death will only be corrected by using the Medical Certification form.

The Medical Certification (VS-174) form must be properly completed.

Note: Applications to Amend that are received by VSU requesting the date of death be corrected will be returned.

Correcting Name of Parent

If a parent of the decedent's name is completely different from the name on the death record a certified copy of the decedent's birth record is required as a supporting document.



Case 4

A funeral home submits an amendment application to correct the marital status on the death certificate. On the affidavit, the funeral director states “clerical error”.
Accept or Reject?

Answer: Case 4

Reject:

The funeral director can not change the marital status, even if it is a clerical error. The only person who can correct the marital status is the informant listed on the death certificate. If the informant will not sign the affidavit, then we will require a court finding as to the marital status at the time of death.

Case 5

John Smith is a funeral director with ABC Funeral Home. ABC Funeral Home received the first call and picked up the remains at the hospital. The family made an appointment and met with the funeral home. The funeral home received the information for the death record. After discussing the arrangement the family told ABC Funeral Home that they might have to reconsider due to the cost of the arrangements. ABC Funeral Home filed the death certificate after the family left.

The following day the family met with XYZ Funeral Home and decided they would handle the arrangements. The remains were moved to XYZ Funeral Home that day. When copies of the death certificates were received by the family errors were discovered, including funeral home information. XYZ Funeral Home submitted an amendment to correct the errors.

Accept or Reject?




Answer – Case 5

Reject:

The original funeral director must sign the amendment. If he or she is no longer with the funeral home then the funeral director in charge must sign the amendment.

Disinterment Permits

- Disinterment Permits are issued by State Vital Statistics to authorize disinterring, transporting, and reintering a body within the State of Texas.
- A Disinterment Permit is not required if a body is to be disinterred and reinterred in the same cemetery.
- The Application for a Disinterment Permit must be signed by the licensed funeral director or embalmer and submitted with the three (3) part Consent Form.
- The Consent Form consists of the signatures of the cemetery owner, the plot owner, and the closest living next of kin of the decedent.

- 
- Since cremation is considered final disposition, a disinterment permit is not required to remove or transport cremains.
 - You can obtain a disinterment permit when cremains are moved.
 - We must have original signatures on each of the three parts.
 - If we do not have the three signatures a court order is required.
 - A Disinterment Permit can be issued even though a death certificate was never filed with VSU.
 - A Disinterment Permit is good for one year.

APPLICATION FOR DISINTERMENT PERMIT

Please print or type

1. Full Name of Deceased: _____
2. Date of Death: _____
month day year
3. Place of Death: _____
city county state
4. Place of Interment:
 - a. Cemetery _____
 - b. _____
Section Block Lot Space Unknown
 - c. _____
City County State
5. Place body is to be reinterred:
 - a. Cemetery _____
 - b. _____
Section Block Lot Space Unknown
 - c. _____
City County State
6. Funeral Director:
 - a. Name _____
 - b. License Number _____
 - c. Name of Funeral Home _____
 - d. Address of Funeral Home _____

 - e. Telephone Number () - _____
7. As a basis for this application, I state that I will, in the disinterment of this body, abide by and obey the State Statutes of Texas, local ordinances, and regulations of the cities and counties in which the disinterment and reinterment are to take place. I further state that to my knowledge, there is no legal impediment to the disinterment and I have enclosed the required permission of all parties involved.

WARNING: The penalty for knowingly making a false statement in this form can be 2-10 years in prison and a fine of up to \$10,000. (Chapter 195.003, Health and Safety Code)

date_____
signature of Funeral Director

This application, the consent form(s) and the \$25.00 fee must be sent to:

Vital Statistics Unit
Department of State Health Services
P.O. Box 12040
Austin, TX 78711-2040



This fee rate was set by the Texas Board of Health and not by the Texas Legislature.

OFFICIAL USE ONLY:

Date Approved: _____

Date Issued: _____

State File Number: _____

signature of State Registrar

CEMETERY CONSENT FORM

I (We) hereby give our consent for the disinterment and removal of _____ who is buried in _____.
(Name of Deceased) (Plot & Block)
Our records indicate that the plot owner(s) is/are _____.

Signature Date

Title

Name of Cemetery

PLOT OWNER CONSENT FORM

I (We) hereby certify that we are the owner(s) of record _____
(Plot)
in _____ either by purchase or inheritance and we hereby
give our permission of the disinterment of _____ who is buried
in that plot.

Signature of Owner Date

Address

Phone Number

NEXT-OF-KIN CONSENT FORM

I hereby certify that I am the _____ of _____.
(Relationship) (Name of Deceased)
There are no other living relatives that precede me in the degree of kindred; and I give my
permission for the body to be disinterred and moved to _____.
(Name of Cemetery Where Body is to be Interred)

Signature Date

Establishing Paternity

Processing Time – 6-8 weeks



Debbie Chambers, Team Lead
512-776-7370, 888-963-7111 ext. 7370
Debbie.Chambers@dshs.state.tx.us



Ida Cavazos, Team Lead Assistant
512-776-3224, 888-963-7111 ext. 3224
Ida.Cavazos@dshs.state.tx.us

Paternities Filed in Fiscal 2013

9,201

What is required?

Application for a New Birth Certificate Based on Parentage

You can use this to:

- Add the biological father's name and information.
- Remove the father or mother's name and information with a court order.
- Substitute the Intended Parents in a gestational agreement.

APPLICATION FOR A NEW BIRTH CERTIFICATE BASED ON PARENTAGE
BUDGET ZZ 708-153

This form is used to **ADD, REMOVE, or REPLACE** information regarding the **father and/or mother** listed on the original birth certificate according to an establishment of **PATERNITY** or a **COURT ORDER**.

Child's original birth information: Type or Print in Blue/Black Ink

Full name of child as registered at birth: _____ Date of Birth: ____/____/____ Place of Birth: _____, Texas
month day year city

Father's name: _____ Mother's full maiden name: _____

We/I hereby request a new birth certificate be filed as evidenced by:

PLEASE CHECK ONE OF THE FOLLOWING:

☐ Attached certified copy of court decree (must send all pages of the court order) **OR**

☐ A properly completed Acknowledgment of Paternity (form VS-159.1) (Date form was faxed to Vital Statistics Unit (VSU) or signed before a certified entity: _____) **OR**

☐ Attached certified copy of the **BIOLOGICAL** parents' marriage license

☐ A properly completed Rescission of Acknowledgment of Paternity (form VS-158) (Date Mailed to VSU _____)

INFORMATION TO BE PLACED ON NEW BIRTH CERTIFICATE:

FULL NEW NAME OF CHILD (may require a court order): _____
First Middle Last

Father's Name: _____ Date of Birth: ____/____/____ Place of Birth: _____
First Middle Last month day year State or Foreign Country

Mother's Full Maiden Name: _____ Date of Birth: ____/____/____ Place of Birth: _____
First Middle Maiden month day year State or Foreign Country

WARNING: The Penalty for knowingly making a false statement in this form can be 2-10 years in prison and a fine of up to \$10,000. (Texas Health and Safety Code, Chapter 195).

Signature of FATHER or Legal Guardian swearing to this affidavit _____
Father's address _____ city _____ state _____ zip code _____
() _____
Daytime telephone number _____
Sworn to and subscribed before me, this _____ day of _____, 20____.

Signature of Notary Public, County Clerk, or other person authorized to administer oaths _____
Printed name and title _____

Signature of MOTHER or Legal Guardian swearing to this affidavit _____
Mother's address _____ city _____ state _____ zip code _____
() _____
Daytime telephone number _____
Sworn to and subscribed before me, this _____ day of _____, 20____.

Signature of Notary Public, County Clerk, or other person authorized to administer oaths _____
Printed name and title _____

SEE REVERSE SIDE FOR INSTRUCTIONS


• The fee for filing a new birth certificate is \$25.00. An additional fee of \$22.00 must be included for a certified copy of the new birth certificate.

Mail this completed and NOTARIZED application with either the attached evidence (certified copy of court order/ marriage license), or filed an Acknowledgment of Paternity, and the required fee to:

TEXAS VITAL STATISTICS
PO BOX 12040
AUSTIN TX 78711-2040

VS-166 revised 09/2011

THIS FORM (with an attached court order or marriage license, or a filed Acknowledgment of Paternity) MAY BE USED TO:



What other documents?

One of the following documents must be presented with the Application for a New Birth Certificate Based on Parentage:

- Certified copy of a court order that establishes paternity. This can be a court order establishing paternity or a divorce decree that establishes paternity.
- Filed Acknowledgment of Paternity.
- Marriage License of Biological parents – marriage must have occurred prior to the birth of the child.

More About Paternity Documents

- If using a child support order – the order must list that he is the biological father.
- Partial AOP's can be completed and submitted.
- Establishing paternity through divorce decree must verify the findings -- children of the marriage.
- An adult can sign their own Application to Amend Based on Parentage and submit a court order establishing paternity if neither parent is living.

Reasons Paternity Documents Are Rejected

- The notary only seals one side of the application.
- Seal missing from notary or notary does not sign.
- Missing parents signature(s).
- Court Orders do not specify to remove the father.
- Terminating the rights does not remove the father.
- Applications not being properly completed – items left blank pertaining to biological mother and new name of child.
- Court order and application must match.
- Child support orders – not listing biological father.
- Partial AOP's being received.
- Establishing Paternity through divorce decree must verify the finds, children of the marriage, and biological parents.
- When a recession is filed it is a separate transaction from adding the biological father.
- The father's last name on the application must match the document being used to add him to the child's record.

Reminders

- If using a marriage license the marriage must have occurred after the birth of the child.
- The Application – All blanks must be completed. If information is missing it will be returned to the applicant. You can enter “unknown,” however that will often cause problems for the child when trying to obtain a passport or other legal documents.
- Father’s Information – The date of birth should be that of the father, not the child.

Adoptions

Processing Time – Approximately 8 Weeks



Brenda White, Team Lead
512-776-7483, 888-963-7111 ext. 7483
Brenda.White@dshs.state.tx.us



Lori De Leon, Team Lead Assistant
512-776-2798, 888-963-7111 ext. 2798
Lori.Deleon@dshs.state.tx.us

Adoptions Filed in Fiscal 2013

10,098

Adoptions

• Certificate of Adoption (CA)

When to use?

Use to file an adoption which has been completed in a Texas court.

Use to file an adoption for a child who was born in another country and the adoption has been validated by a Texas court.

A partially completed CA may be submitted with a certified copy of the court order when section four (4) has not been certified by the clerk of the court.

Where to find?

The Certificate of Adoption is available on our website.

On the Certificate of Adoption:

- The original birth information must be completed for VSU to locate the correct birth record.
- To prepare the new birth record the CA must include all parent(s) information even if they are a biological parent.
- The clerk of the court certifying the CA must complete the name of the child in Section Four (4) whether the name remains the same or is obtained from the decree.

STATE OF TEXAS
CERTIFICATE OF ADOPTION
THIS IS A PERMANENT RECORD – PLEASE TYPE OR PRINT ONLY

SECTION 1 PLEASE FURNISH THE BIRTH CERTIFICATE INFORMATION CURRENTLY ON FILE IN THE VITAL STATISTICS OFFICE.
THIS INFORMATION IS NECESSARY TO LOCATE THE BIRTH CERTIFICATE

ORIGINAL BIRTH INFORMATION	1. NAME OF CHILD (BEFORE THIS ADOPTION) FIRST MIDDLE LAST			2. DATE OF BIRTH (mm/dd/yyyy)		3. SEX		
	4. TIME OF BIRTH		5. NAME OF HOSPITAL		6. CITY		7. COUNTY	8. STATE OR FOREIGN COUNTRY
	9. NATURAL MOTHER FIRST MIDDLE MAIDEN			10. NATURAL FATHER FIRST MIDDLE LAST				

SECTION 2 PLEASE ENTER THE INFORMATION AS IT IS TO APPEAR ON THE NEW BIRTH RECORD.
All information below **MUST** be provided or a new birth certificate cannot be completed.
Single-Parent Adoption – Complete Only The Appropriate Information Regarding The Adopting Parent

11. Is This a Step-Parent Adoption? <input type="checkbox"/> Yes <input type="checkbox"/> No		12. Is This a Single Parent Adoption? <input type="checkbox"/> Yes <input type="checkbox"/> No		13. Do You Want The Birth Record Changed Based on the Adoption Decree? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> MOTHER Adoptive <input type="checkbox"/> Natural	14. NAME OF MOTHER FIRST MIDDLE		CURRENT LAST NAME		MAIDEN LAST NAME
	15. DATE OF BIRTH		16. PLACE OF BIRTH (STATE OR FOREIGN COUNTRY)		17. MOTHER'S SOCIAL SECURITY NUMBER (WILL NOT APPEAR ON THE BIRTH CERTIFICATE)
<input type="checkbox"/> FATHER Adoptive <input type="checkbox"/> Natural	18. NAME OF FATHER FIRST MIDDLE		LAST		
	19. DATE OF BIRTH		20. PLACE OF BIRTH (STATE OR FOREIGN COUNTRY)		21. FATHER'S SOCIAL SECURITY NUMBER (WILL NOT APPEAR ON THE BIRTH CERTIFICATE)
PARENT(S) ADDRESS AT THE TIME OF CHILD'S BIRTH		22. STREET ADDRESS CITY COUNTY STATE ZIP			23. INSIDE CITY LIMITS? <input type="checkbox"/> Yes <input type="checkbox"/> No
PARENT(S) CURRENT ADDRESS		24. STREET ADDRESS CITY STATE ZIP			25. PARENT(S) TELEPHONE NUMBER:
26. PARENT(S) EMAIL ADDRESS			27. SIGNATURE OF PARENT(S)		
MAIL BIRTH CERTIFICATE TO:		28. <input type="checkbox"/> Attorney <input type="checkbox"/> Parent(s) <input type="checkbox"/> Clerk's Office MAILING ADDRESS CITY STATE ZIP			

SECTION 3 PLEASE PROVIDE THE INFORMATION BELOW FOR THE CENTRAL ADOPTION REGISTRY

CENTRAL ADOPTION REGISTRY INFORMATION	29. NATURAL MOTHER FIRST MIDDLE LAST (MAIDEN)			30. SSN	
	31. NATURAL MOTHER'S DATE OF BIRTH		32. NATURAL MOTHER'S PLACE OF BIRTH		
	33. NATURAL FATHER FIRST MIDDLE LAST			34. SSN	
	35. NATURAL FATHER'S DATE OF BIRTH		36. NATURAL FATHER'S PLACE OF BIRTH		
ATTORNEY	37. NAME OF ATTORNEY OF RECORD			38. ATTORNEY'S EMAIL ADDRESS	
	39. MAILING ADDRESS OF ATTORNEY			40. TELEPHONE NUMBER	
PLACING AGENCY OR MANAGING CONSERVATOR	41. NAME OF CHILD PLACING AGENCY OR MANAGING CONSERVATOR				
	42. MAILING ADDRESS OF CHILD PLACING AGENCY OR MANAGING CONSERVATOR			43. TELEPHONE NUMBER	

SECTION 4 CERTIFICATION OF THE COURT
Please complete the child's name as set forth in the Decree of Adoption

44. NAME OF THE CHILD AS SET FORTH IN THE ADOPTION DECREE:		
FIRST	MIDDLE	LAST
45. I HEARBY CERTIFY THAT THE ABOVE INFORMATION IS CORRECT AS STATED IN THE DECREE OF ADOPTION WHICH WAS GRANTED		
ON _____ DAY OF _____ IN THE _____ COURT OF _____		
COUNTY, TEXAS IN CAUSE # _____		
_____ DISTRICT CLERK'S SIGNATURE		



Warning: It is a felony to falsify information on this document. The penalty for knowingly making a false statement on this form or for signing a form which contains a false statement is 2 to 10 years imprisonment and a fine of up to \$10,000. (Health & Safety Code, §195.003)

VS-160 REV 01/2014

Reasons Many Adoptions Are Rejected

- The name of child not being listed or being altered.
- The maiden name of the adoptive AND/OR biological mother is not listed.
- Section 4 of the CA is not certified.
- Court orders are not certified.
- In the case of a step parent adoption the biological parent's information has been omitted.



Foreign Adoptions

Texas Vital Statistics only accepts court orders from the United States. Texas residents who adopt children from other countries must have the adoption validated through a Texas court.

If a Texas born child is adopted in a foreign country, any court located in the United States can validate the foreign decree of adoption. It does not have to be a federal court or a Texas court.

Sample Forms for Foreign Adoption Validation

NO _____

EX PARTE

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

ET UX

_____ COUNTY, TX

APPLICATION FOR ORDER RECOGNIZING VALIDITY OF FOREIGN DECREE OF ADOPTION, NOTARIAL ACT OF ADOPTION, *AND FOR CHANGE OF NAME

TO THE HONORABLE JUDGE OF SAID COURT:

Now come _____ and wife, _____, hereinafter called Petitioners, and respectfully show the Court the Following:

I. That heretofore on the _____ day of _____, 20____, your petitioners obtained a Decree of Adoption for the minor child, _____ born on _____ in the Country of _____, in a Court of competent jurisdiction in the country of _____, which Decree as a matter of comity is entitled to recognition under the laws of the State of Texas.

II. A photostatic copy of the official translation of said Decree of Adoption is attached hereto and made a part hereof for all purposes.

III. It is in the best interest and welfare of said child that an appropriate order be made and entered by the Court permitting the issuance of a Birth Certificate for said child by the State Registrar of the Bureau of Vital Statistics of the State of Texas.

IV. It is in the best interest of said child that his/her name be changed from

_____ to _____.

Wherefore, premises considered, your petitioners pray that this honorable Court make and enter its order recognizing said adoption as valid and of full force and effect in the State of Texas, * that the name of said child be changed to _____, and for such other and further orders as the Court may deem proper to grant.

Attorney for the Petitioners

* when applicable

Rev. 7/2009

166.531

NO _____

EX PARTE

IN THE DISTRICT COURT

_____ JUDICIAL DISTRICT

ET UX

_____ COUNTY, TX

On this the _____ day of _____, 20____, came on to be heard the application of _____ and his wife, _____, in the above entitled and numbered cause; and upon hearing thereon, and evidence having been presented to the Court, the Court FINDS that petitioners have heretofore on the _____ day of _____, 20____, in a _____ Court of competent jurisdiction duly adopted the minor child, _____ born on _____ in the Country of _____. The Court further FINDS that all of the prerequisites of the law have been fully complied with by petitioners and that said order of adoption was and is legally valid and of full force and effect under the laws of the United States of America and of the State of Texas. The Court further FINDS that the best interest and welfare of said minor child requires that the following order be entered of record in order that the Birth Certificate may be issued for said child by the State Registrar of the Bureau of Vital Statistics of the State of Texas.

It is therefore ORDERED, ADJUDGED and DECREED by the Court that the _____ adoption proceedings by which the petitioners _____ and his wife, _____, be and the same are hereby recognized by the Court as valid and of full force and effect in the State of Texas; that said adoption is hereby approved and accorded the same validity and dignity as though originally granted by this Court.

*It is further ORDERED, ADJUDGED and DECREED that the name of said child be and the same is hereby changed from:

_____ to _____.

SIGNED THIS _____ DAY OF _____, 20____.

Judge Presiding

*when applicable

Rev. 7/2009

166.532

Sealed File Opening Process

1. VSU - If you do not know the Identity of Court you will need to submit an Application For Identity of Court of Adoption to VSU. Processing time – 4 weeks.
2. Court - The court that granted the adoption is the only court that can order VSU to open the adoption.
3. VSU - Once the sealed filed opening is granted by the court of adoption, a certified copy of the court order should be submitted to VSU along with the fee of \$10. Processing time – 4 weeks.

ZZ 708-153



APPLICATION FOR IDENTITY OF COURT OF ADOPTION

PLEASE PRINT AND INCLUDE A PHOTOCOPY OF A VALID PHOTO ID WITH YOUR REQUEST

1. Full Adoptive Name of Person on Record	First Name	Middle Name	Last Name
2. Date of Birth	Month	Day	Year
3. Sex			
4. Place of Birth	City or Town	County	State
5. Full Name of Adoptive Father	First Name	Middle Name	Last Name
6. Full Name of Adoptive Mother	First Name	Middle Name	Maiden Name

7. YOUR NAME: _____ 8. TELEPHONE # (_____) _____
(MON-FRI 8:00-5:00)

9. MAILING ADDRESS: _____
STREET ADDRESS CITY STATE ZIP

Your Signature _____ Date of Application _____

INSTRUCTIONS:

Please mail

- this application
- \$10 payment by check or money order
- a photocopy of valid photo ID

TO:

Texas Vital Records
Department of State Health Services
P.O. Box 12040
Austin, TX 78711-2040

VS-143 12/2005

Original Birth Certificate of an Adult Adoptee

Processing Time – 4 Weeks



**VITAL STATISTICS UNIT
ADULT ADOPTEE APPLICATION
NON-CERTIFIED COPY OF ORIGINAL BIRTH CERTIFICATE**

OFFICE USE ONLY

Remit No.

ZZ 708-153

PLEASE PRINT CLEARLY USING BLUE OR BLACK INK.

Your Full Name after Adoption	First Name	Middle Name	Last Name
Date of Birth	MM/DD/YYYY / /		
Place of Birth	City or Town	County	State
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Full Name of Adoptive Father	First Name	Middle Name	Last Name
Full Maiden Name of Adoptive Mother	First Name	Middle Name	Maiden Name
Full Name of Father on original record (if listed)	First Name	Middle Name	Last Name
Full Name of Birth Mother as listed on original record	First Name	Middle Name	Maiden Name

APPLICANT NAME: _____ DAYTIME PHONE: () - _____
MAILING ADDRESS: _____ CELLPHONE: () - _____
STREET or PO BOX NUMBER _____ E-MAIL ADDRESS: _____
CITY _____ STATE _____ ZIP _____

Signature _____ Date _____

Form of ID submitted _____

**MAIL COMPLETED APPLICATION, A CHECK OR MONEY ORDER FOR \$10.00* PAYABLE TO DSHS
PLUS A COPY OF A VALID GOVERNMENT ISSUED PHOTO ID TO:**

**Department of State Health Services
Texas Vital Statistics
P.O. Box 12040
Austin, TX 78711-2040**

*Fee for searching records is non-refundable and may not be applied to other Vital Statistics' services if a record cannot be located.

WARNING: THE PENALTY FOR KNOWINGLY MAKING A FALSE STATEMENT IN THIS FORM CAN BE 2-10 YEARS IN PRISON AND A FINE OF UP TO \$10,000. (HEALTH AND SAFETY CODE, CHAPTER 195, SEC. 195.003)



Reminders

When a replacement record is received by the local registrar you do not return the original record to the state. You can destroy the record.

Please download the latest revision of the CA. This will enhance the number of adoptions that are ready to file when received.

The name of the child in Section Four (4) cannot have any whiteouts, write-overs, alterations, or be left blank.

The Texas Health and Safety Codes 192.009.b and 192.009c states that “all” CA’s will be forwarded to VSU. VSU will forward the CA’s for any out of state births to the appropriate state(s).

Voluntary Central Adoption Registry (CAR)



Tricia Zeigler, Team Lead
512-776-7388, 888-963-7111 ext. 7388
Tricia.Zeigler@dshs.state.tx.us



Warren Magjarevich, Team Lead Assistant
512-776-6279, 888-963-7111 ext. 6279
Warren.Magjarevich@dshs.state.tx.us

Texas Adoption Information & The Central Adoption Registry

Central Adoption Registry Requirements

- A person must be adopted in Texas, or be born in Texas and adopted in another state; or
- Be the birth parent or sibling of the adoptee; and
- Be 18 years of age or older.
- Provide proof of age and identity (copy of birth certificate and a valid government-issued photo ID).
- \$30 check or money order, payable to DSHS.

To receive an application, call or write the Central Adoption Registry (CAR) at:

VSU-CAR (MC 2096)
POB 149347
Austin, TX 78714-9347
512/776-7388 or
Toll Free: 1/888/963-7111 x7388

The purpose of the Central Adoption Registry is to reunite adult adoptees with birth parents or siblings who register looking for them. The registry is unique in that it has the authority, without a court order, to view a sealed file or confidential record. Since VS houses the original birth certificate, guesswork is rarely involved in determining the biological relationship. Identifying information is released when all parties involved complete the following:

1. Attend a one- hour post-adoption counseling session to help educate and prepare one for a reunion.
2. Prepare an autobiography with photographs. The registry exchanges the biographies at the same time it releases identifying information.

New Legislation

Original birth certificates: If you are an adult adoptee who can identify the names of the parents listed on your original birth certificate, you may be eligible to receive a plain-paper copy of it. An application to request the original birth certificate is located on the Vital Statistics (VS) web page: <http://www.dshs.state.tx.us/vs>, (**under adoption**) or contact us at 1/888/963-7111 if you would like one mailed.

Adoption Information

Adoption records are confidential. The court, child-placing agency and VS have various records relating to the adoptee.

Court: The clerk who represents the adopting court often has copies of all documents submitted during the adoption process. An individual may petition this court to unseal these records. If the petitioner presents good cause to the presiding judge, the judge may order the record open.

Child-Placing Agencies: A licensed child-placing agency maintains a file on each child it places for adoption. The adult adoptee and the adoptive parents are eligible to receive de-identified copies or summarized descriptions about the birth family. If the adoptee does not know the name of the agency, then he/she may wish to contact the Central Adoption Registry (see below).

Vital Statistics (VS): If an adoptee was born in Texas, VS typically has the original birth certificate and a certificate of adoption that amends the original birth information with the adoptive information. If the adult adoptee cannot identify the birth parents on the original birth certificate (see New Legislation above) then the adoptee may wish to apply to the Central Adoption Registry. At the same time, the adoptee may wish to request the identity of the original adopting court to petition for the release or unsealing of the record.

International Adoptions: Texas residents who have adopted a child internationally in that child's home country can request a Texas-issued foreign-born birth certificate by registering the foreign adoption in the county where the adoptive parents reside.

Medical/Social Information

Vital Statistics (VS) provides medical and social information to adoptees and other eligible persons via two types of records: the **Health, Social, Education and Genetic History** report (HSEGH) and out-of-business child-placing agency records.

- In 1984, Texas started collecting medical and social information on birth families if the child was being privately placed without the aid of an agency. Adult adoptees, adoptive parents and other qualified persons may obtain non-identified information from these reports.
- If one was placed for adoption by a child-placing agency, the agency is responsible for issuing non-identifying information from the HSEGH and other records concerning the birth family.
- Years after the adoption, the birth family may wish to provide current social, medical and genetic history relevant to the health and well-being of the adoptee. Once received, VS will attempt to locate the adoptive parents and inform them of the information. If the adoption occurred through an existing child-placing agency, the birth family must contact that agency.
- The Central Adoption Registry (CAR) Unit maintains many, but not all, adoption records from child-placing agencies that have ceased operation. Adult adoptees and their adoptive parents may obtain social and medical history from those records.

DSHS – Vital Statistics
VSU-CAR (MC 2096)
P.O. BOX 149347
Austin, TX 78714-9347



Delayed Registration



Davetta "DD" Gregg, Team Lead
512-776-2544, 888-963-7388 ext. 2544
Davetta.Gregg@dshs.state.tx.us

Delayed Birth Records

Court Ordered Birth
Records

Court Ordered Amendments

Court Ordered Death
Records



Delayed Birth Requirements

Age 1 through 4

1 Document

Proof of Pregnancy

Proof of Live Birth

Proof of Place of Birth

Age 5 through 14

2 Documents

(1 a parent document)

15+

3 Documents

(1 a parent document)

Delayed Birth Registration Documentation

One document must include name, date of birth, place of birth AND parents names including, mother's maiden name:

- Baptismal
- Numident printout
- Affidavit to Birth Facts

NOTE: Other than the affidavit, all documents must be at least 5 years old for age 15+. One documents should be within the first 10 years of birth.

Additional documents that must include name, date of birth, and place of birth:

- School Census Record
- Federal Census
- School transcript
- Selective Service Registration (before 04/01/1975)
- DD214
- Marriage record (01/1966 forward)
- Divorce record (01/1968 forward)
- Birth certificate of child
- Driver License or State ID application (after 01/1968)